

# How to add different bases for pizzas

On inTouch first go to 'Management'

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Then 'Occasional Menu'

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Click on 'Menus'

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Go to 'Toppings 1'

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Click on a blank topping

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Click 'Yes' to create a new topping

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The base needs to have \* at the beginning. For example \*Pizza Sauce

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Top right click on 'Details'

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In the 'Topping Details' box

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**If an existing base in toppings it is important that the 'Receipt Description' has the \* before the text**

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**Also, if the bases are chargeable set them to the correct 'Price Band'**

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**It is important to select the base on the 'Stock Makeup' to allow to customers to swap the base if allowed**

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**Once added click 'Finished'**

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**And 'Finished' again**

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**And 'Exit'**

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**It will ask you to 'Upload Menu to Website'**

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**Click 'Yes' to upload**

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**And 'Main Menu'**

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**Lastly you will need to go on myInteger and search for 'StarToppingsAreBases'.**

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**Enable the option 'StarToppingsAreBases'**

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**If you don't have access to myInteger please call us.**

**Once you have done that go to the website. Select a pizza which you will then see  
'Select item base'**

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**Followed by the toppings**

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